

David and Joyce Milne Public Library  
Board of Trustees Meeting Minutes  
Wednesday February 10, 2016

Present: Rebecca Ohm , Kathleen Schultze, Peter Mehlin,, Katherine Myers, Charles Bonenti, Pat McLeod, Bridget Spann, Karen Kowitz

The meeting was called to order by Rebecca Ohm, Chair at 5:38PM.

1. Minutes of January 2016 Trustees meeting were approved.

2. **Treasurer's report:** (see attached)

Peter Mehlin report from January: Trustees Annual Fund balance is \$85,152.01; interest \$51.24, Carpenter Fund \$9,967.64; interest \$6.03, Botsford Fund \$85,861.05, Sara Tenney Osburne Fund \$24,629.35. As of Jan 1, 2016 the Sarah Tenney Osborne Fund has accumulated \$1,157 in interest. This interest has been transferred to a spendable account at Berkshire Taconic Foundation. The Trustees discussed whether to keep this amount in the spendable account at BTF or to roll it back into the principle. A motion was made and seconded to take this accumulated interest and re-invest it into the principle amount at BTF. The motion passed unanimously. For future reference, Peter will contact BTF to see what the interest rates are on our spendable account. Report was accepted as presented.

3. **Director's report:** (Pat McLeod - see attached report)

Trustees 2015 Annual Fund as of 2/9/16 is \$32,235.

Connors Bros moving company has removed the pods in the back courtyard. These were used to store overflow donations to Friends Book Sale. Alex, the library custodian has been moving Book Sale items to the basement. He will be paid as a Town employee working overtime and Friends will reimburse the Town.

The Library Legislative Breakfast was held Friday Jan 22 at Berkshire Athenaeum in Pittsfield. Peter and Karen attended. Pat thanked Trustees for their attendance

Helen Olshever gave Pat her notice that she will be retiring in Jan 2017.

Fin Com meeting is scheduled for Feb 24 and Pat will be presenting the 2016 library budget at that meeting.

Pat presented a possible upcoming library program for March which is National Reading Month. The Berkshire Humane Society is sponsoring the fundraising program called Paws Read-a-Thon. The program is designed to promote reading and literacy among young readers. Participants will set goals for minutes read, sponsors will be sought and there will be prizes and goodie bags for all readers. Children's librarians, Kirsten and Helen would like to host this program at the library and requested that Pat ask Trustees if they will financially support the participants so that the children will not have to seek their own financial sponsors. Pat explained that a dollar amount would be determined once she knew how many participants and minutes read. Motion was made and seconded that the Trustees financially sponsor this program to a set amount to be determined. Discussion followed about the use Trustees funds to support other charitable organizations. Motion passed with 3 yes, 2 no & 2 abstentions.

Pat distributed library circulation statistics from 2007-2015

4. **Committee reports:**

- a. Friends – See attached report from Friends Steering Committee Meeting held 2/7/16. Ginny Sheldon forwarded these minutes to the Trustees.

5. **Old Business**

Update on Master Plan – Pat circulated a draft including visuals of the beginning of the plan. Rebecca reported that once the complete draft is finished it will be provided to Trustees.

**6. New Business:**

- a.) Library Director Performance Evaluation – Rebecca asked for Trustee volunteers to form subcommittee to complete evaluation of Pat as Library Director. Kathleen, Rebecca and Bridget volunteered. Rebecca will email material for subcommittee members to review to begin seeking input from staff, town and other constituents on Pat's performance. Pat will complete a self-evaluation and submit it to Rebecca by the end of this month.

**Next meeting:** Wednesday **Feb 10** at 5:30PM

The meeting was adjourned at 6:55PM

Documents distributed at this meeting:

Agenda for Feb 10 meeting  
Approved minutes of Jan 2016 Trustees meeting  
Treasurer's Report  
Director's monthly report  
Paws Read-a-Thon flyer  
Circulation statistics 2007-20015  
Friends of Milne Library Book Sale Steering Committee Report (2/7/16)

Respectfully submitted  
Feb 29, 2016  
Kathleen Schultze , Secretary